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3. In order to prevent a recurrence of these cases, it is believed that a written procedure governing the disbursements from the emergency funds located at your field offices should be formalized, and you will find attached hereto such a procedure. It is suggested that this procedure be published to each of your field offices maintaining an "Emergency Fund".

25X1A9a


Acting Chief, Finance Division

FD/FPB/EK/har

Attachment

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